

# Code of behaviour 2022-2023

## Kindergarten International French School (Singapore)

*With the sanitary constraints related to Covid, some rules enacted in this regulation are currently adapted: refer to Appendix 1 at the end of the document.*

### 1. SCHOOL ATTENDANCE AND OBLIGATION

Regular attendance (on working days) at the kindergarten contributes to the child's academic success and demonstrates to him or her the importance that his or her parents give to the school. It is an essential condition for the families' commitment.

**The school's schedules are as follows, it is imperative to respect them for the well-being of your child**

- Monday, Tuesday, Wednesday and Thursday: 8:35 a.m. to 3:25 p.m. (Doors open at 8:25 a.m. and 3:20 p.m.)
- Friday: 8:35 am to 12:15 pm (Doors open at 8:25 am and 12:10 pm)

Parents must come to the secretariat when they arrive outside the opening hours of the gates, especially in case of delay (gate closed).

#### **Absences :**

Absences are recorded, every half-day, in a call register kept by the teacher.

Any absence of a student must be reported by the parents of the student to the school secretariat by email: [absence\\_mat@ifs.edu.sg](mailto:absence_mat@ifs.edu.sg) notifying the reason for the absence the same morning. A medical certificate, indicating the date of return to class, is mandatory when the illness is contagious. For the particular case of the hand, foot and mouth disease, a certificate of non-contagiousness is required.

Absence authorizations may be granted by the administration, upon written request from the families, to meet exceptional obligations.

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If the student is absent for personal family reasons (not of an exceptional nature), for example, for extended or early vacations, the transmission of work, homework or program may not be requested by the families to compensate for the student's absence.

In case of absence of both parents from Singapore, they commit themselves to notify the school and the teacher (through the form provided for this purpose).

Being toilet trained is a requirement for the scolarisation of a child in the kindergarten: the number of available adults and the pedagogical objectives of kindergarten do not allow to support the effort of families in teaching how to use the toilets (Children are only accepted to school if they are not wearing a diaper).

## 2 – PASTORAL CARE

Breach of the school's rules of communal life and, in particular, any infringement of the physical or moral integrity of other students or teachers may lead to sanctions and reparations which may, if necessary, be brought to the families' attention.

It is allowed to isolate a child from his/her classmates, momentarily and under supervision, when his/her behaviour may be dangerous for him/herself or for others.

## 3 - UNIFORM

**It is mandatory to wear the school uniform, from toute petite section to CM2.**

In case of non-compliance, the following measures will be taken:

1st incident without a uniform: the school will lend a top to the student

2nd and 3rd incident without a uniform: a top is given by the school to the student and billed to the family.

Each incident will be the subject of a discussion between the school and the family in order to rectify the situation as soon as possible. After these four steps, if the family refuses to have their child wear a uniform, the student may be disenrolled from the school for non-compliance.

Uniforms must be labelled with the name of the child.

Shoes: "Flip-flops" are not allowed. Only closed-toe shoes are permitted, or shoes with a strap behind the heel.

Swimming pool: for swimming classes, it is mandatory for children to wear an anti-UV rashguard

## 4 - COMMUNICATION - CONSULTATIONS

Several meetings and discussions between the families and the school are organised every year:

- A back to school meeting by level and by class in September
- Grand Section liaison information meeting - CP (last period)
- Individual meetings during the school year

Communication between the kindergarten and families is mainly by email or telephone, but especially via the communications book, which needs to be checked every day. The communications book is an important tool of communication between the school and the family. You can use it to make an appointment with the administration or the teachers, for instance.

Each member of the educational community will ensure that communication (verbal or written) between the school staff and families or in between families is respectful and courteous.

Kindergarten teachers will formally give reports to parents about their child's progress via:

- the Progress Book, given in January (MS and GS) and in June (all levels)
- the Summary of Achievements at the end of the Grande Section.

## 5 - SUPERVISION

### **Welcome:**

The parents or an authorised adult (guardian), accompany the children to class' door (except those taking the bus).

Students are welcomed as early as ten minutes before the start of classes, in each class by the respective teachers (8:25 am).

Access to the class is only allowed in the presence of the teacher or class assistant.

Access to the school playground is allowed for students taking the bus: students are then under the responsibility of the kindergarten assistants as soon as their work shift starts (8:05 am).

The supervision service is distributed between the teachers and the kindergarten assistants, at the reception and after class, as well as during breaks.

### **End of class:**

When school is out at the scheduled times, students will be picked up by parents or authorised adults (guardians) in the classroom. (Except for Extra Curricular Activities and bus).

In the exceptional event that a student needs to leave school during school time, teachers must be notified via the communications book and a disclaimer will need to be signed.

Only the person in charge registered on EDUKA or announced by e-mail to the teachers with a copy to the secretary's office will be authorized to pick up the child in class.

**Use of equipment and rooms:**

Any use of educational equipment (class games, bicycles, etc.) is strictly forbidden outside school hours, except for the staff after school care.

Scooters and bicycles can only be used outside of the school grounds.

**Presence of students' parents in the school:**

Parents can enter the school grounds with a badge issued by the school. The use of this badge is under their responsibility. In case of non-presentation of the badge, parents must immediately obtain a visitor badge from the school's security post.

Any participation of a student's parent in a project during school time (classroom activities, school outings) is subject to the signing of a charter by the volunteering parent.

## 6 – SCHOOL CATERING

For organisational reasons, students must remain within the school's premises during school meals.

Students with lunch boxes must adhere to the "nut-free" meal and snack rule.

Please work on your child's autonomy at mealtime to allow them to eat alone whenever possible.

## 7 - WHAT IS NOT ALLOWED TO BE BROUGHT IN

Toys from home: so as to avoid any issues with swapping, conflicts, disappearances and accidents. Teddys will be stored in the bags during the day.

Valuable items: Valuables such as electronic games are prohibited. However, if a student does not respect this rule and brings one of these objects, it would be under his/her sole responsibility. In the event of loss or theft, the IFS shall not be held responsible. The staff will retrieve these items if they find any. They will then be collected from the secretariat.

Jewellery: jewels, sources of accidents and incidents.

Food: Home-cooked food or food purchased in stores and candies are forbidden. Only educational activities done in the classroom will result in an in-class tasting so no birthday cakes will be accepted.

Health: Medications, creams and ointments must be hand-delivered to the kindergarten nurse with the medical prescription. Students with allergies or special medical protocols must complete a PAI with the kindergarten nurse.

Money: Kindergarten students are not allowed to bring money.

## 8 - HEALTH ISSUES

Exemption from physical and sports activities: Exemptions from sports activities that are part of the kindergarten programme (including swimming), can only be granted after issuance of a medical certificate.

Lice: When a student has head lice, and this has been confirmed by the nurse, his/her brother(s) and sister(s) will also be examined by the nurse on their respective campuses (this includes middle and high school students).

Parents will be called and will have to pick up their child for treatment on the same day.

Once the treatment is done, the student can go back to class

<https://www.ifs.edu.sg/parent-portal/practical-information/health-security-and-safety/> .

Children with long hair are asked to keep it tied up.

Fever: A child who is sick and has fever (more than 38°C) is put under the care of the nurse who notifies parents so that they arrange for the child to be picked up. In case of cough, a mask will be provided to the child.

Illness: All parents must inform the infirmary of any chronic or specific disease in order to determine together the actions to be taken (information to other families, reporting special cases to the Singaporean authorities, putting in place an Individualised Protocol or PI, etc.)

## 8 - LIBRARY

Your child will be able to borrow 2 books each week 1 in French and 1 in English. The book will have to be returned to the school the day before (the Monday group will be able to bring it back the same day to enjoy it during the weekend).

If the book is lost or damaged we will have to ask you to reimburse it (\$40 fee).

## 9 - FINAL PROVISIONS



This Code of Behaviour was accepted at the School Council of .....

They can be modified on the proposal of a new School Council.

**Florian OLIVE Kindergarten director**